



DIVISION OF DEVELOPMENTAL DISABILITIES
CLIENT NOTIFICATION OF PLAN OF CARE REVIEW

DATE

TO:

Dear:

You receive your services from the Division of Developmental Disabilities (DDD) through the _____ waiver. To remain eligible for these services, your waiver Plan of Care must be completed every year.

You are being notified that your Waiver Plan of Care (POC) must be reviewed and completed by _____.

- ☐ I need to schedule the POC and will be calling to work out the date and time of the meeting
☐ I have scheduled the POC meeting for _____ at _____.

The POC meeting needs to include you and others involved in your life and services. Your involvement is appreciated to ensure that the POC is accurate and complete.

Information about the DDD Waivers and services is included. Please call if you have questions or concerns.

Thank you.

Case Manager Name

Title

Telephone Number (include area code)

E-mail Address

Enclosure

cc: Client File

Instructions For POC Notification

When do I use this form?

You use this forms to notify adult clients with no full legal guardian of the upcoming POC meeting at least 60 days prior to the 365th day of the current POC. A POC is effective for 365 days.

What form do I use to notify people when the client is a child under age 18 or an adult with a full legal guardian?

For a child under the age of 18 or an adult with a full legal guardian, you use form DSHS XX-XXX, "Notification of Plan of Care Review" to notify the parent/legal guardian/foster parent of the POC meeting

How can I be sure the client has read and understood this notice?

You will call the person within 10 days of mailing the letter to explain the information.

You must also send a copy of the letter to at least one other person. See WAC 388-825-100 for further information.

How do I proceed if the person does not respond and I cannot contact the person by phone?

If you cannot reach the person by phone or get no response to your phone messages:

- Contact the person's service providers and ask for their assistance
- Schedule the POC meeting with the service provider/family and send this notice again with the POC meeting date and place (2nd check box in first paragraph of the letter.

Can I have the POC meeting without the person?

To remain eligible for the Waiver, the person must participate with the service planning. If the person designates a representative, you can meet with the designated person but the client must agree to and sign the Plan of Care.

What do I do if I cannot locate the person or the person will not cooperate with service planning?

Per WAC 388-845-0060, if the person cannot be located or does not cooperate with service planning, you must proceed with Waiver termination procedures (Form DSHS 10-298). A POC expires after 365 days unless there is an appeal in progress.